

BLUENOTES New England Chapter (BNE) TERMS OF REFERENCE

Purpose:

Created in October, 2020, the Bluenotes New England Chapter (BNE Chapter, in short) supports collaboration and information sharing from New England's Higher Education institutions regarding course evaluations and other student feedback efforts. The group will focus on relating best-practices, lessons learned and emerging trends about reporting and automated data.

Executive Sponsorship:

Explorance, Montreal

Membership

This chapter seeks a diverse group of Blue-using institutions in New England practicing course and instructor evaluations - gather student feedback, analyze feedback responses, distribute results, and take improvement actions, and measure progress for continuous improvement with impacts.

Composition:

Co-Chairs:

- Julie Devi, Student Services Information Systems, Boston College
- Candace Girard, Educational Technology Services, Tufts University

Chairs/Co-Chairs may serve an initial term of two years. Thereafter, chairs/co-chairs may be reappointed for one (1) year terms annually, at the discretion of the membership.

Resources:

For in-person meetings

- Boston College and Tufts will take turns providing the meeting facilities and parking. Other BNE Chapter institutions are welcome to host the meetings.
- Explorance will sponsor catering and special requests (including occasional requests for presentations or workshops), announce a BNE chapter meeting via bluenotesgroup.com, and support BNE chapter communications and registrations.

For virtual meetings

- Explorance provides the virtual meeting platform and the [BNE community forum](#) on the Explorance Help Center
- Co-chairs will facilitate and moderate the BNE community forum

In-person Meetings:

The BNE will meet biannually in person after peak survey activity times. Due to COVID-19, all meetings will be virtual for the foreseeable future.

*Co-chairs may invite non Blue-using institutions, as appropriate, to enhance discussion and learning.

Responsibilities:

Members activities include:

- Contributing topics for the agenda,
- Sharing challenges and successes

Chair/Co-Chairs Activities include:

- Coordinate communications and meeting dates
- Handle meeting logistics (invitations, room bookings, food, parking, etc...)
- Schedule presentations, guest speakers
- Communicating scheduled meetings via the [BNE community forum](#) and bluenotesgroup.com
- Facilitating and moderating the BNE community forum